

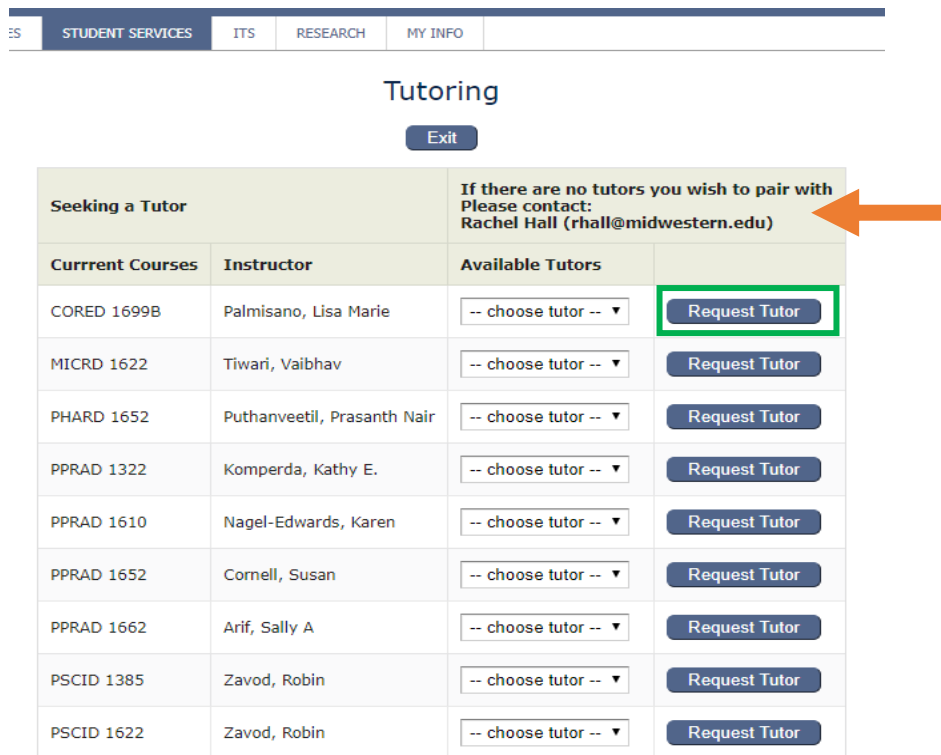
REQUESTING A TUTOR

*** Reminder – To qualify for tutoring services, you must be below a 70% in the course you are requesting tutoring for. If you have concerns or questions, or are interested in additional learning-based support, please contact Rachel Hall at rhall@midwestern.edu. If you are unsure of your current course average, please contact the course director.

To initiate a tutor request, go to: <https://online.midwestern.edu/student/tutors.cgi>

- Find the course in which you wish to seek tutoring and click on the Request Tutor button. Once the tutor request has been submitted, the course director will receive an email asking him/her to approve/deny the request based on your current course average. Please note that some course directors may require that you meet with them prior to approving your request.

***You will not be able to select your tutor and/or receive the tutor's contact information until the course director has approved the request. You will receive an email once your request has been approved.

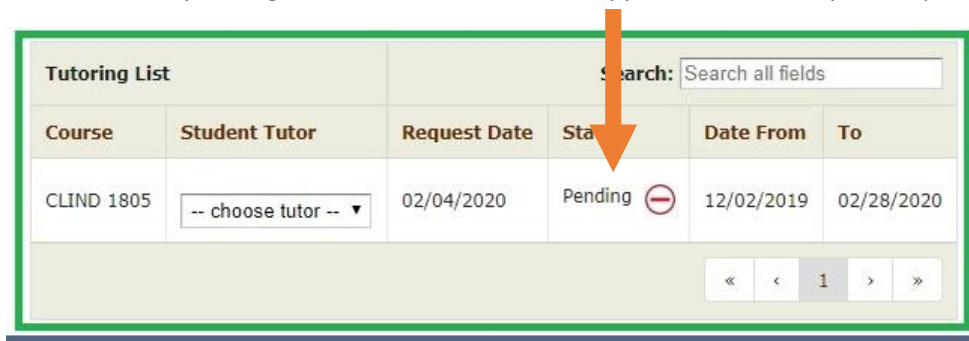


The screenshot shows the 'Tutoring' page with a navigation bar at the top containing 'STUDENT SERVICES', 'ITS', 'RESEARCH', and 'MY INFO'. Below the navigation bar is the title 'Tutoring' and an 'Exit' button. The main content area is a table with the following structure:


Current Courses	Instructor	Available Tutors	
CORED 1699B	Palmisano, Lisa Marie	-- choose tutor --	Request Tutor
MICRD 1622	Tiwari, Vaibhav	-- choose tutor --	Request Tutor
PHARD 1652	Puthanveetil, Prasanth Nair	-- choose tutor --	Request Tutor
PPRAD 1322	Komperda, Kathy E.	-- choose tutor --	Request Tutor
PPRAD 1610	Nagel-Edwards, Karen	-- choose tutor --	Request Tutor
PPRAD 1652	Cornell, Susan	-- choose tutor --	Request Tutor
PPRAD 1662	Arif, Sally A	-- choose tutor --	Request Tutor
PSCID 1385	Zavod, Robin	-- choose tutor --	Request Tutor
PSCID 1622	Zavod, Robin	-- choose tutor --	Request Tutor

An orange arrow points to a note above the table: "If there are no tutors you wish to pair with Please contact: Rachel Hall (rhall@midwestern.edu)". The 'Request Tutor' button for the first course is highlighted with a green box.

- Your request will remain "pending" until the course director approves or denies your request.



The screenshot shows the 'Tutoring List' table with a search bar at the top. The table has the following structure:

Course	Student Tutor	Request Date	Status	Date From	To
CLIND 1805	-- choose tutor --	02/04/2020	Pending 	12/02/2019	02/28/2020

An orange arrow points to the 'Pending' status and the red minus sign icon. The table is surrounded by a green border, and there are navigation buttons at the bottom.

- You will receive an email whether your request is approved or denied:
 - If you are approved, you will receive an email instructing you to go back into the system and select a tutor. Once you have selected a tutor, you will receive an email with the tutor's contact info.
 - If you are denied a tutor and you have questions, please contact the course director/faculty member who denied the request. As a reminder, you must have a failing grade in the course to qualify for the peer tutoring program.

- The status of your request (once submitted) and your tutor's contact information (once approved) will also be visible on the tutoring site for reference.